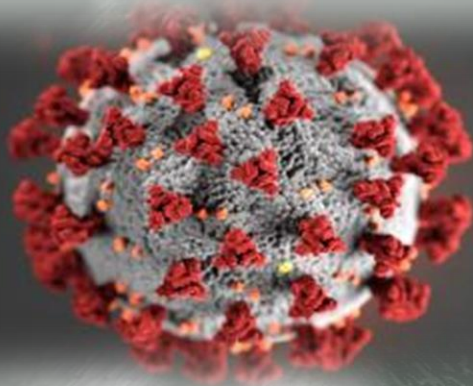




NAWCAD Coronavirus Disease 2019 (COVID-19)



WORKPLACE RE-ENTRY TRAINING

Introduction

- In response to the Coronavirus Disease 2019 (COVID-19) pandemic, and as part of NAWCAD's planning for a conditions-based, eventual phased return of greater numbers of our workforce, the NAWCAD Operating Policy for COVID-19 and Beyond was developed to establish expectations for maintaining the safety of our workforce.
- All personnel (military, civilian, contractors, and visitors) will read and comply with the procedures and requirements set forth in the NAWCAD Operating Policy for COVID-19 and Beyond.
- It is important that all employees understand this training and are comfortable with applying the guidance found in this training to the tasks their job requires.
- All employees must complete this training by Friday, May 29.



Learning Objectives

- Clear expectations and understanding of content for all NAWCAD military, civilian, contractor personnel and visitors.
- Understanding COVID-19
- Understanding of Prevention Practices to include:
 - Physical Distancing
 - Gathering sizes
 - Cleaning Procedures for Self and Workspace
 - When to “Stay at Home”
 - Self-administered Health Screening
 - Personal Protective Equipment (PPE)
- Resources, Guidance and Assistance



What is COVID-19

- COVID-19 is caused by a coronavirus called SARS-CoV-2. Coronaviruses are a large family of viruses and are common in people and many different species of animals, including camels, cattle, cats, and bats.
- The virus causing COVID-19 is thought to spread mainly from person to person, through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- Spread is more likely when people are in close contact with one another (within about 6 feet).



Signs and Symptoms of COVID-19

- The main COVID-19 symptoms to look for are:
 - Fever (100 or greater)
 - Cough
 - Shortness of breath

Or at least two of these symptoms:

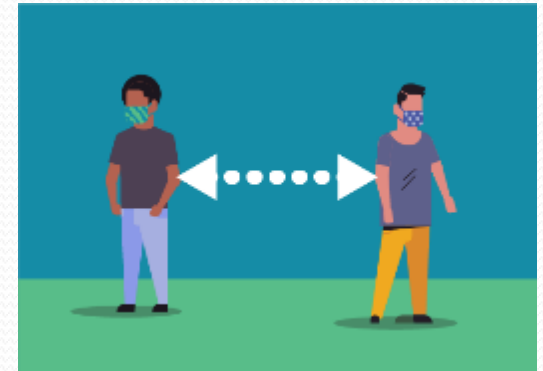
- Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell
- Symptoms can vary from mild to severe.
- Symptoms begin anywhere from 2-14 days after exposure.
- For more information, visit the CDC's website:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>



General Prevention Practices

- If you are sick – STAY HOME!
 - Contact your health care provider if you notice symptoms of the COVID-19 infection (i.e., coughing, fever, or difficulty breathing).
 - Notify your supervisor and your health care provider if you think you have had close contact with someone diagnosed with COVID-19.
 - **Supervisors will follow the notification guidance previously provided to report an employee with confirmed or suspected COVID-19 symptoms or exposure.**
- Follow Physical Distancing guidelines:
 - Physical distancing means reducing the frequency, proximity, and duration of contact between people to reduce the chances of spreading COVID-19 from person-to-person.
 - Try to maintain minimally 6 feet of separation between yourself and others.



General Prevention Practices (continued)

- Reduce gatherings and in-person meetings as much as possible.
 - Use teleconferences or VTC.
 - If you do need to meet in-person, reduce to the minimum number needed, keeping the total to 10 people or less.
- Do not touch your eyes, nose, and mouth.
- Exercise frequent handwashing – 20 seconds minimum. Use hand sanitizer containing at least 60% alcohol if soap and water are not readily available.
- Cover your cough/sneeze with a tissue or the inside of your elbow, **NOT** in your hands.
- Avoid sharing personal items with coworkers (e.g., safety glasses, Personal Protective Equipment (PPE), dishes, cups, utensils, towels, pens, papers).



Physical Distancing

- Personnel returning to buildings on base must maintain 6 feet of separation from others as a general rule. Special cases should be discussed and approved by supervisors. This may be accomplished by:
 - Monitoring or controlling the number of people in a space through cohorts or schedules;
 - Altering use of furniture, or modifying furniture configuration;
 - Utilizing multiple shifts.
- Face masks must be worn at all times in all common-use areas and shared work spaces. Face masks are optional, but highly encouraged, in personal spaces when alone or in cubicles where six feet of separation is possible.
- Former gathering areas such as lobbies, seating areas in cafeterias, etc., should be closed off for large gatherings and/or configured to limit seating to acceptable groupings.
- Limit use of or number of employees allowed in elevators, encouraging stairwell use and reserving elevators for employees with limited mobility.
- Consider placing markings on the floor to designate where employees should wait to maintain physical distancing if they need to enter an area others already occupy.



Health Screening Procedures

- Employees shall self-administer Health Status Screening questions daily:
 - Are you feeling sick today (i.e., fever, cough, sore throat, shortness of breath)?
 - Have you had close contact with anyone who has been diagnosed with COVID-19 in the last 14 days?
 - Have you traveled internationally or outside the command's local travel radius in the last 14 days?
- If employees answer "YES" to any of the above questions, they should contact their supervisor* and remain at home.
 - *Contractors: Call your companies for guidance.
- Supervisors will follow the latest travel- and exposure-related quarantine requirements.
- Employees will follow [CDC guidelines for returning to work after being sick.](#)
- Individual units or facilities may impose more conservative guidance than the CDC regarding when it is acceptable to return to work after being sick. Talk with your Supervisor to determine these requirements.



Health Screening (Continued)

- Based upon available information to date, those at high-risk for severe illness from COVID-19 include:
 - People aged 65 years and older
 - People who live in a nursing home or long-term care facility
 - Other high-risk conditions could include:
 - People with chronic lung disease or moderate to severe asthma
 - People who have serious heart conditions
 - People who are immune compromised including cancer treatment
 - People of any age with severe obesity (body mass index [BMI] >40) or certain underlying medical conditions, particularly if not well controlled, such as those with diabetes, renal failure, or liver disease might also be at risk



COVID-19 Knowledge Check

1. I can still go to work if I only have one of the symptoms, because it is only allergies

- ☐ True
☒ False

To err on the side of caution and for others sake, it is better to stay home if you are exhibiting any symptoms to include fever (100 or higher), cough, shortness of breath, or at least two of the following: chills, repeated shaking with chills, muscle pain, headache, sore throat, and/or new loss of smell or taste <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

2. The COVID-19 virus can be spread by touching a contaminated surface

- ☒ True
☐ False

In a study by the U.S. National Institutes of Health (NIH), researchers found that the virus that causes COVID-19 can live up to four hours on copper, up to 24 hours of cardboard, and up to three days on stainless steel and plastic surfaces. Regularly clean and disinfect commonly touched surfaces – such as tables, countertops, doorknobs, light switches, toilets, faucet handles and sinks. (<https://www.mayoclinic.org/diseases-conditions/coronavirus/expert-answers/can-coronavirus-spread-food-water/faq-20485479>) Current evidence suggests that novel coronavirus may remain viable for hours to days on surfaces made from a variety of materials. Cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Fcleaning-disinfection.html

3. I could have COVID-19 and not be aware that I am positive

- ☒ True
☐ False

Recent epidemiologic, virologic, and modeling reports support the possibility of transmission. Transmission in the absence of symptoms reinforces the value measures that prevent the spread of SARS-CoV-2 by infected persons who may not exhibit illness despite being infectious. https://wwwnc.cdc.gov/eid/article/26/7/20-1595_article



Proper Handwashing

- Handwashing is a key prevention factor, so it is crucial that it is done correctly.
- Proper handwashing steps include:
 - Using soap and clean, running water (cold water is just as effective as hot).
 - Be thorough, making sure to include:
 - Palm to palm
 - Between fingers
 - Back of hand
 - Base of thumbs
 - Back of fingers
 - Under fingernails
 - Wrists
 - Ensure that you wash for a minimum of **20 seconds**.



General Hygiene

- **PERSONAL**

- Handwashing should be done frequently, particularly before and after most work tasks. Wash your hands often with soap and water for at least 20 seconds.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
- Additional key times to clean hands include:
 - After blowing one's nose, coughing, or sneezing
 - After using the restroom
 - Before/after eating or preparing food
 - Before entering shared workplaces, vehicles, or after using stairs, elevators, or touching doors
- Avoid touching your eyes, nose, and mouth with unwashed hands.



General Cleaning and Disinfection

- **WORK AREAS** Cleaning and disinfection methods will comply with [CDC](#) and any additional unit/facility guidelines:
 - **Cleaning is an ALL HANDS effort and all personnel are expected to do their part.**
 - Employees will clean and disinfect their personal work areas at a routine discussed with their supervisor, but no less than once a day at the beginning of each work period. Cleaning and disinfecting desks, keyboards, phones, equipment and other work surfaces in work spaces is expected to be completed individually for personal self-care.
 - Commonly used areas within facilities have been identified and are being cleansed and disinfected routinely throughout the day. Cleaning responsibilities and policies will vary by location and building, but should encompass the appropriate common items and areas.
 - General cleaning supplies and disinfectants for personal care and use on frequently touched surfaces will be made available in the workspace.



General Cleaning and Disinfection (continued)

- **Cleaning:** Visibly dirty work areas should be cleaned with soap and water, or other detergent in accordance with equipment manufacturer guidelines.
- **Sanitizing:** Use the same methods as surface cleaning for tools. Clean in soap and water or another detergent and wipe down with a disinfectant. Disinfect using EPA-approved household disinfectant or wipes. Follow equipment manufacturers' guidelines. Electrically powered equipment should be wiped thoroughly with disinfectant and surface cleaned especially where handled.
- **Supplies:** Cleaning and disinfecting supplies and protective items (gloves, masks) will be provided via no-contact distribution centers in clearly marked areas within buildings. Supervisors may request cleaning, disinfecting, and protective items via their chain of command from their respective Group PPE Request POC.
- **When cleaning:** Wear disposable gloves for all tasks in the cleaning process, including trash disposal. Wash hands often.
- **Additional CDC Guidance:** "Cleaning and Disinfecting Your Facility"
"Cleaning & Disinfecting: Public Spaces, Workplaces, Businesses, Schools, & Homes"



Cleaning Areas

Contracted Cleaning Areas

- Doorknobs
- Breakroom tables
- Key boxes
- Refrigerator handles
- Microwaves
- Handrails
- Light switches
- CAC readers
- Cipher lock keypads



Individual Cleaning Area Responsibilities

- Keyboards
- Phones
- Desks
- Computer or printers
- Vehicles



Health Screening and Cleaning Knowledge Check

1. I am responsible for self-administration of health screening on a daily basis:

☒ True
☐ False

It is imperative that employees answer honestly before beginning in-person work each day; they shall self-administer health screening questions and only report to the physical workspace if they can answer all questions with a negative response.

2. I am not responsible for cleaning and/or disinfecting my workspace when I return to the workplace:

☐ True
☒ False

Although cleaning and disinfecting efforts have been occurring while in maximum telework status to support mission critical on-site activities, the janitorial contracts have continued unabated and the use of disinfectants and enhanced cleaning methods have been incorporated into buildings. Cleaning and disinfection methods will comply with CDC guidelines. Personnel are responsible for cleaning individual work spaces and may be responsible for cleaning and disinfecting common work areas routinely throughout the day.



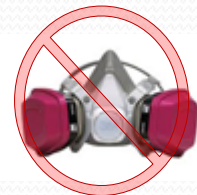
Personal Protective Equipment (PPE)

- Continue to use PPE regularly required to complete the tasks (hard hats, steel toe shoes, safety glasses, respirators, etc.).
- There is no CDC or OSHA guidance requiring respiratory protection to guard against COVID-19 at this time (with the exception of health care providers treating infected persons).
- ALL respirators (e.g. N95 masks) require fit testing and medical clearance, unless used for non-medical workplaces
- Respirators with exhaust vents should not be used for COVID-19 protection because they allow droplets to be released via unfiltered air exhaled from the wearer.

N95 Respirator



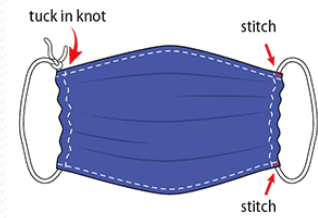
Do Not Use Respirators with Exhaust Vents



Face Masks

- Face masks are intended to provide a *barrier* for droplets that may contain SARS-CoV-2.
- Most face masks are not considered respirators and do not provide filtration sufficient for protection against a virus. There are three examples on the right of this page. If a homemade or another procured version (gaiter, etc.) is used then it should include multiple layers of fabric and fit snugly against the side of the face while covering the nose and mouth. Ski masks are not permitted.
- Face coverings must be worn in all common areas, passageways, stairways, restrooms, elevators and any shared workspace (examples: laboratories, range control rooms, SCIFs, prototyping and manufacturing facilities).
- Removal of mask may be required at security checkpoints.
- Respirators are not required for protection against COVID-19 in non-medical workplaces.

Note: Employees may provide their own face covering/mask or obtain one from NAWCAD distribution sites by making a request via their chain of command to their respective Group PPE Request POC.



Cloth face covering
(reusable)



Dust mask
(disposable)



Surgical mask
(disposable)



Face Shields and Safety Glasses

- Face shields and safety glasses are another form of protection that can be utilized to provide a barrier for droplets that may contain COVID-19.
- Reusable face shields and safety glasses will be cleaned and disinfected before and after each use
- Clean hands with alcohol-based hand sanitizer or soap and water before and after using a face shield.
- To remove a face shield:
 - Tilt your head forward slightly.
 - Grab the strap at the temples and move it forward and over your head.
 - Let the face shield fall from your face.
 - Discard disposable face shields immediately in a closed bin or bag.



Note: Supervisors may obtain face shields from NAWCAD distribution sites by making a request via their chain of command to their respective Group PPE Request POC.



Donning, Using, and Removing Face Masks



- All personnel should launder cloth face masks appropriately for hygiene purposes.
- For re-use of “disposable-type” face masks: Due to the nationwide shortage of reusable respirator masks, the health industry is now allowing the use of one respirator mask per day **provided** that the following precautions are taken:
 - At the end of the shift, place the respirator mask in a breathable paper bag.
 - Allow the respirator mask to remain in the paper bag for a **minimum of five (5) days** to allow the mask to dry completely and for any biological contamination to die off.
 - If you develop symptoms associated with COVID-19, **do not reuse the respirator mask**. Dispose of the respirator mask in a way that prevents contamination of surrounding areas.



How to Remove Gloves



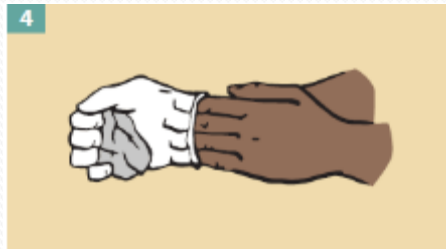
Grasp the outside of one glove at the wrist.
Do not touch your bare skin.



Peel the glove away from your body,
pulling it inside out.



Hold the glove you just removed in
your gloved hand.



Peel off the second glove by putting your fingers
inside the glove at the top of your wrist.



Turn the second glove inside out while pulling
it away from your body, leaving the first glove
inside the second.



Dispose of the gloves safely. Do not reuse the gloves



Clean your hands immediately after removing gloves.



PPE Knowledge Check

1. I am responsible for wearing a face mask in common areas at all times, even when physical distancing of six feet or more is practiced:

☒ True

☐ False

Face masks will worn at all times while in common use-areas including entryways, hallways, restrooms, stairways and elevators. Face masks will be used while in shared workspaces such as laboratories, range control rooms, prototyping and manufacturing facilities.

2. If I can provide my own face covering/mask, I do not need one provided by NAWCAD:

☒ True

☐ False

Employees may provide their own face covering/mask or obtain one from NAWCAD distribution sites by making a request via their chain of command to their respective group PPE Request POC. Face masks may be disposable (e.g., surgical masks, dust masks) or reusable (e.g., cloth face coverings). Supervisors will evaluate the use of reusable facemasks in their workplaces to ensure additional hazards are not created.

3. If I am wearing PPE to include face coverings, masks, shields or gloves, I don't need to wash my hands as often:

☐ True

☒ False

It is important to wash hands both before and after putting on or removing face coverings, masks, shields or gloves to ensure droplets containing COVID-19 are not transferred. If you do not have proper handwashing supplies, a hand sanitizer with greater than 60% alcohol can be used.



Employee Responsibilities:

- Answer health screening questions honestly each day.
- Immediately report any health changes that may occur during the day.
- Identify appropriate PPE and cleaning supplies requirements to supervisors.
- Clean and disinfect individual work spaces, and common work areas generally and as assigned, routinely throughout the day (beginning of each shift as a minimum).
- Minimize the duration of person-to-person contact within 6 feet and wear facemasks in all common areas and anytime physical distancing cannot be guaranteed.
- Wear masks at all times in common-use areas (i.e. entry- and passage-ways, stairways, restrooms, elevators, etc.) and shared work spaces (i.e. laboratories, range control rooms, SCIFs, prototyping and manufacturing facilities, etc.).



Supervisor Responsibilities

- Supervisors will follow the notification guidance to report an employee with confirmed or suspected COVID-19 symptoms or exposure.
- Supervisors will make a plan for if, when, and how their employees will return to the workplace and will notify their employees once all requirements are met.
- Supervisors will order appropriate PPE and cleaning materials via their chain of command through their respective [Group PPE Request POC](#).
- Supervisors will consider each employee's specific condition/situation (i.e., employee or family member has an increased health risk as identified by CDC guidelines, day care availability for those with children, employee is a caregiver, etc.) before making final decisions.



Supervisor Responsibilities (Continued)

- Where possible, supervisors will identify teams-that will exclusively work together when conducting tasks requiring multiple personnel. The intent is to minimize personal interactions in the event someone is positive for COVID-19 but is asymptomatic.
- Supervisors should look for other ways to minimize personal interactions across their mission areas.
- Supervisors will make assignments to personnel as necessary to ensure other team work areas are appropriately cleaned routinely.
- Supervisors will review tasks with employees to determine whether they can be completed in compliance with the NAWCAD Operating Policy for COVID-19 and Beyond.



Deviations and Waiver Authority

Any deviations from the NAWCAD Operating Policy For COVID-19 and Beyond are not authorized. Changes will require approval by the NAWCAD Executive Director before implementation. The NAWCAD Lakehurst Executive Director, and the NAWCTSD Orlando Executive Director are delegated waiver authority for their respective local sites.



Resources

- NAVAIR COVID-19 Latest Information and Guidance Page:
<https://myteam.navair.navy.mil/corpapps/NAVAIRComm/covid-19/pages/COVID-19%20Updates.aspx>
- NAVAIR COVID-19 Employee Handbook, Supervisor Safety Handbook, and Supervisors Handbook: <https://myteam.navair.navy.mil/corpapps/NAVAIRComm/covid-19/pages/COVID-19%20Updates.aspx>
- NAWCAD COVID-19 Resource Center:
<https://wiki.navair1.navy.mil/pages/viewpage.action?pageId=109841400>
- NAVAIR Telework Guidelines and Information:
<https://myteam.navair.navy.mil/KM/73/Pages/Telework.aspx>
- Please monitor CDC website and NAVAIR COVID-19 Guidance SharePoint site for most current information and frequently asked questions (FAQs) concerning the coronavirus pandemic.



Guidance

Center For Disease Control Guidance

- Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19), <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>
- FAQs: <https://www.cdc.gov/coronavirus/2019-ncov/faq.html>
- Guidelines for Cleaning: <https://www.cdc.gov/coronavirus/2019-cov/community/organizations/cleaning-disinfection.html>
- High Risk Complications: <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications/older-adults.html>
- Healthy Etiquette: https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html
- Handwashing: <https://www.cdc.gov/handwashing/index.html>
- Travel: <http://www.cdc.gov/travel>
- Education / Communication: <https://www.cdc.gov/coronavirus/2019-ncov/communication/index.html>
- Tips and Guidance: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

OSHA Guidance: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>



POCs for PPE Requests

The current list of NAWCAD Group PPE Request POCs is maintained at:

<https://wiki.navair1.navy.mil/display/NAWCAD/NAWCAD+Personal+Protective+Equipment+%28PPE%29+Group+POCs>

Group	POC's	Alternate
NAWC Command Staff	Randy Allen	Linda Williams
Air Systems Group	Dave Hartsig	Lainie Rodriguez
Command Operations	Steve Baden	Matt Crombie
Comptroller Group	David George	
DAiTA/Mission Systems Group	Chris Beard	Greg Gibbs
Atlantic Test Range	Joe Eversole	Julie Bryant
NTWL	LSC Dan Loufus	LS2 Rio Wood
Office of General Counsel Group	Stephanie Polk	Susan Mahoney
Procurement Group	Jeff Guarnero	Alfred Hensler
Program Management Group	Ed Chermansky	Debra McCurdy
Systems Acquisition Group	Rick Keiter	Tammy Owen
WOLF – Rapid Capability Engineering Group	Carly Rutherford	Eric Bryan
NAS Patuxent River	Sabrina Hecht	Chief Robert Gilbert
NAVAIR HQ	Jason Johnson Ricky Russell	Bobby Guy
NAWCTSD	Paul Paquette	Daniel K Patton
NAWCAD Lakehurst	Jeff Lewis	
NAWCWD China Lake	Terry Byerly	Peter Cranton
NAWCWD Pt. Mugu / Port Hueneme	David Arviso	Adam Peralta

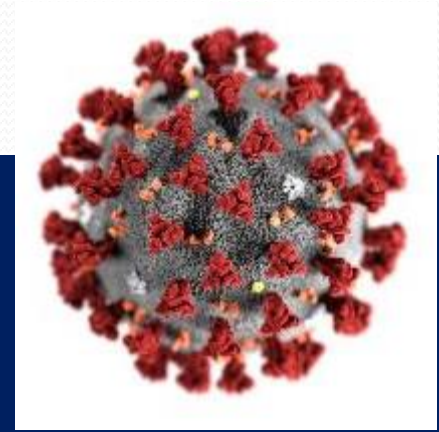


Assistance

- Department of Navy Civilian Employee Assistance Program (DONCEAP) services remain available during this time of the COVID-19 Pandemic. The DONCEAP is available 24/7 and services are available to all DON employees and their family members.
 - DONCEAP: 1-844-366-2327 (1 844 DON CEAP)
 - For TTY Users: 1-800-635-2883
- Contact NMCI Service Desk for Assistance: 1-866-THE-NMCI (1-866-843-6624)
- Contact NAVAIR National Help Desk for Teleconference Assistance:
 - 1-888-292-5919 (toll free) or 301-342-3104
 - nav_helpdesk.fct@navy.mil
 - <https://nhdsm.navair.navy.mil>



COVID-19



Workplace Re-Entry Training

NAME: JANE DOE

**has successfully completed Workplace Re-Entry Training and review
of the accompanied SOP.**

05/05/2020

DATE OF COMPLETION



NAVAL AIR WARFARE CENTER AIRCRAFT DIVISION